

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”*  
Minutes for August 12, 2020

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:21 pm. Per Governor Sisolak’s issued Declaration of Emergency Directive 006 and Declaration of Emergency Directive 029 regarding open meetings during the COVID-19 pandemic. The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

On the date and time of the meeting you can connect by calling:  
Carson City: 775-687-0999  
Las Vegas: 702-486-5260  
Use access code 43313

**Committee Members:**

**Scott Anderson**, for Barbara K. Cegavske, Secretary of State – Present

**Jerry Lindsay**, Governor’s Appointee – Present

**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present

**Tammy Westergard**, Division Administrator, Nevada State Library, Archives and Public Records – Present

**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Present

**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present

**Bobbie Church**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Lewis Martin**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

**Ian Carr**, Deputy Attorney General – Present

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

Scott Anderson announced that Tammy Westergard had been named to a prestigious Board. Tammy Westergard explained that she had been named to the International Advisory Board of the Václav Havel Library Foundation.

**3: Attachment A1. Review and Approve the Minutes for February 12, 2020**

<b>Discussion and Vote:</b>
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Harry Ward explained how The Committee could still vote to approve the minutes with Committee members not present since the February meeting took place. Harry Ward recommended that The Committee vote to approve as to form not as to content. The minutes were approved as to form as presented. The motion was made by Alisanne Maffei and the second was by Tammy Westergard. The voting members were Ian Carr, Tammy Westergard, Maureen Martinez, and Alisanne Maffei. Ian Carr voted instead of Harry Ward as Ian Carr was a voting member of The Committee for the February 12, 2020 meeting. The vote was unanimous.

#### **4: Attachment A2. Review and Approve the Minutes for May 13, 2020**

##### **Discussion and Vote:**

Harry Ward explained how The Committee could still vote to approve the minutes with Committee members having been replaced since the May meeting took place. Harry Ward recommended that The Committee vote to approve as to form not as to content. The minutes were approved as to form as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. Scott Anderson abstained from the vote as he was not a voting member of The Committee for the May 13, 2020 meeting. Maureen Martinez abstained from the vote as she was excused from the May 13, 2020 meeting. The remaining votes were unanimous for the members present.

#### **5: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

##### **Discussion and Vote:**

As there were no action items, there was no discussion or vote.

#### **6: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules**

##### **1. Department of Human Resources Management, Central Payroll**

**A. Title:** Deduction Input Documents

**RDA:** 1988247

##### **Description:**

These records document deductions to employees' payroll. ~~This includes all forms used to input information into the system for a payroll deduction, including, without limitation:~~ ***The records may include but are not limited to:*** authorization forms for elective deductions, child support deduction records, court execution records, student loans, ***associated documentation,*** and related correspondence.

##### **Authorized Retention:**

Retain ~~these records~~ for a period of two (2) calendar years from the end of the calendar year ***in which the employee was paid.*** ~~to which they pertain.~~

##### **Recommended Disposition:**

Destroy Securely

##### **NSLAPR staff recommendation:**

The retention period meets administrative needs.

##### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

##### **Justification for Modification of RDA 1988247:**

Staff recommends the deletion of the procedural information in the description as it is not applicable for records retention. Staff also recommends removing "to which they pertain." and replacing it with "in which the employee was paid" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Direct Deposit Records

**RDA:** 2011009

**Description:**

These records document the requests for deposit of payroll, to a banking institution via electronic direct deposit. The records may include but are not limited to: direct deposit forms, payroll reports, ***associated documentation***, and related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ four (4) calendar years from the end of the calendar year ***in which the funds were deposited.*** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 2011009:**

Staff recommends the additions to the description to ensure the verbiage encompasses all components of the records series. Staff also recommends removing “to which they pertain.” and replacing it with “in which the funds were deposited” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** IRS Tax Documentation

**RDA:** 1988245

**Description:**

~~This series includes~~ ***These records consist of*** all reports and backup ***documentation*** for reporting to the Internal Revenue Service (***26 CFR 31.6001-5***). The ~~records files~~ may include but are not limited to: Quarterly Return of Withheld ***Federal Income Tax (FIT)*** and Medicare Tax (941 ~~CE~~), Reportable Fringe Benefits Reports, W-2 Master List and W-2/W-2-C/W-4 employer copies, levies against employees, ~~and, similar documentation as required by,~~ ***associated documentation, and related correspondence.*** ~~26 CFR 31.6001-5~~

**Authorized Retention:**

Retain ~~these records for a period of~~ four (4) calendar years ***from end of the calendar year of*** the tax period ~~concerned.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, legal, and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1988245:**

Staff recommends changes to the description to reflect the records being produced and encompasses all components of the records series more accurately. Staff recommends removing “concerned.” and replacing it with “from end of the calendar year of” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Pay Register Report

**RDA:** 1994057

**Description:**

These records document the pay and benefits earned by employees. ***The records may include but are not limited to: pay register report, associated documentation, and related correspondence.***

~~The report is a listing by agency of each employee containing information not limited to: Name and personal identifying information of the employee; Agency budget account; Dates worked and work codes; Wage and deduction information and; Leave earned and used.~~

**Authorized Retention:**

~~Retain these reports for a period of thirty (30) calendar years from the end of the calendar year~~ ***in which the transaction occurred.*** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1994057:**

The description was changed to reflect the record being produced more accurately. Staff recommends removing “to which they pertain.” and replacing it with “in which the transaction occurred” while removing “these reports” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Payroll Reports

**RDA:** 1996113

**Description:**

These records document reports produced on payroll matters used for administrative purposes. The reports may include but are not limited to: ~~Payroll maintenance reports; direct deposit reports; deduction reports; longevity reports; retirement reports, and; employee year to date gross reports,~~ ***associated documentation, and related correspondence.***

**Authorized Retention:**

~~Retain these records for a period of three (3) fiscal years from the end of the fiscal year~~ ***in which the report was created.*** ~~to which the records pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1996113:**

Staff recommends changes to the description to reflect the records being produced and encompasses all components of the records series more accurately. Staff recommends removing “to which the records pertain.” and replacing it with “year in which the report was created” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. **Title:** Time *and Pay* Maintenance Records

**RDA:** 1996114

**Description:**

~~This record series is used to~~ ***These records*** document time, leave, and pay adjustments. The ~~files~~ ***records*** may include but are not limited to: annual ~~leave~~ payouts,~~;~~ leave adjustments,~~;~~ retirement adjustments,~~;~~ pay adjustments, ***overpayments, associated documentation,*** and ~~;~~ related correspondence.

**Authorized Retention:**

Retain ~~this records series for a period of~~ three (3) fiscal years from the fiscal year ***in which the transaction occurred.***  
~~to which the records pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Modification of RDA 1996114:**

Staff recommends the addition of “Pay” to the title to more accurately reflect the records produced. Staff recommends changes to the description to encompass all components of the records series more accurately. Staff also recommends removing “to which the records pertain.” and replacing it with “in which the transaction occurred” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**2. Department of Human Resources Management, Central Records**

A. **Title:** Employee Service Jacket

**RDA:** 2003100

**Description:**

~~This record series is~~ ***These records document*** the official personnel file for those employed by the Executive and Judicial Branches of the State of Nevada ***(NAC 284.498(5)).*** ~~and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to:~~ ***The records may include but are not limited to: Hiring documentation including applications with associated documentation documents,;*** ~~State and federal forms, including Employment Eligibility Verification (I-9)~~ ***forms, an employee's change of status documentation, Employment Status Maintenance, Transaction, etc.;*** ~~Disciplinary action documentation,;~~ ~~Resignation documentation,;~~ ~~Performance evaluations, training documentation, (See), and;~~ ~~Related~~ ***associated documentation, and related*** correspondence. ~~NAC 284.498 (5)~~

**Authorized Retention:**

Retain ~~these records for a period of~~ ten (10) calendar years from ***the end of the calendar year in which the employee separated from service.*** ~~year of separation from service. Records may be purged from the files under the following circumstances: (1) by order of a Nevada Court of record, (2); by order of a hearing officer — see NRS 284.091 & 284.390, (3); by order of the Employee Management Committee — see NRS 284.073 (5) and Attorney General Letter of Opinion dated Sept. 29, 1993, (4); by order of stipulation, agreed statement, consent order or default in accordance with NRS 233B.12, (5); the Division of Human Resource Management may remove any record which they determine by law or regulation should not be filed or any duplications of records, or as ordered by the Personnel Commission, and (6); by order of the Department Director or Agency Administrator in accordance with the instructions found in the Attorney~~

General Letter of Opinion dated Sept. 29, 1993.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Records.

**Justification for Modification of RDA 2003100:**

Staff recommends the deletion of “and retained by the Division of Human Resources Management, Central Records. The files may contain, but are not limited to:”. Staff recommends changes to the description to encompass all components of the records series more accurately. Staff recommends removing “year of separation from service.” and replacing it with “the end of the calendar year in which the employee separated from service.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Staff also recommends removing the procedural instructions at the end of the retention description. These should be part of a policy or procedure, not in the retention statement.

**B. Title:** Employment Verification Documents

**RDA:** 1995152

**Description:**

~~This record series is used to~~ ***These records*** document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 (See 8 U.S.C. § 1324a and 8 CFR 274a). ~~The documents include, but are not limited to:~~ ***The records may include but are not limited to:*** Department of Justice Immigration and Naturalization Form I-9 Employment Eligibility Verification, (OMB No. 1115-0136) with attachments; Copies of acceptable ~~other~~ documents used to verify employment, and; Associated documents ***associated documentation, and related correspondence.*** Note: These documents should be made accessible separate from other personnel records and accessed only by authorized department staff, hearings officers, members of the Personnel Commission, the appointing authority and/or his designated representative, the named employee and legal counsel from the Attorney General's Office. Supervisors reviewing an employee's records must not have access to these documents (See 8 U.S.C. § 1324a and 8 CFR 274a).

**Authorized Retention:**

Retain ~~these records~~ for a period of three (3) calendar years from ***end of the calendar year in which the employee separated from service.*** ~~date of separation from service.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Records.

**Justification for Modification of RDA 1995152:**

Staff recommends removing specific form information from the description to enable adaptability to changes outside the agency's control. Staff recommends removing “Copies” from the description as copies are non-records. Staff recommends removing the note section of the description as this is a reference to a procedural practice. Staff also recommends removing “date of separation from service.” and replacing it with “end of the calendar year in which the

employee separated from service” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event

### 3. Secretary of State, Notaries Division

A. Title: Commissioned Abstracter Files

RDA: 2007054

#### Description:

***These records document*** ~~This record series documents and administers the commissioning of abstracters (See NRS 240.250).~~ ***The records may include but are not limited to:*** ~~The files may contain but are not limited to: applications, commissions, bonds, oath of office, associated documentation, and related correspondence. and similar documents.~~

#### Authorized Retention:

Retain ~~this record series for a period of six (6) calendar years from the~~ ***end of the calendar year in which the commission was filed.*** ~~date of the filing.~~

#### Recommended Disposition:

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

#### **Justification for Modification of RDA 2007054:**

Per the Agency, they have interfiled these with the Notary records under RDA 1999063. Although these two series are similar in components, the Agency has stated that this has to do with water rights. This gives them historical value and should remain under this series number. Staff recommends that both series be filed separately. Having to search through all Notaries to locate only the Commissioned Abstractor can be costly. Staff recommends removing “date of the filing.” and replacing it with “end of the calendar year in which the commission was filed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

B. Title: Digital Signature Authorities Files

RDA: 2007061

#### Description:

***These records document*** ~~This record series documents and administers the certification of digital signature authorities and repositories by the Secretary of State (SOS), (see NRS and NAC chapter 720).~~ ***The records may include*** ~~The files may contain but are not limited to: Applications, with related documentation ; Renewal documentation, ; Investigations (NRS 720.150, NAC 720.810 to 720.850), ; Copy of compliance audit, ; SOS disclosure statement (NAC 720.370), ; Certification practice statement (NAC 720.360), ; Administrative hearing / disciplinary documentation (See NAC 720.550 to 720.610 and 720.900 to 720.950), ; Repository recognition documentation (See NAC 720.650 to 720.710), ; associated documentation, and related correspondence.~~ ~~Related correspondence and similar documents.~~

#### Authorized Retention:

Retain ~~this record series for a period of six (6) calendar years from the~~ ***end of the calendar year in which the certification expires, is suspended, or revoked.*** ~~date of expiration, revocation or suspension of the certification.~~

#### Recommended Disposition:

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

**Justification for Modification of RDA 2007061:**

Staff recommends removing “date of expiration, revocation or suspension of the certification.” and replacing it with “end of the calendar year in which the certification expires, is suspended, or revoked.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Notaries Files

**RDA:** 1999063

**Description:**

***These records document*** ~~This record series documents and administers the appointments of notary publics (See NRS 240.030).~~ ***The records may include but are not limited to:*** ~~The files may contain but are not limited to: applications, appointments, bonds, oath of office, complaints, violations, disciplinary actions, associated documentation, and related correspondence and similar documents.~~

**Authorized Retention:**

Retain ~~this record series for a period of six (6)~~ **ten (10)** calendar years from the ***end of the calendar year in which appointment has ended.*** ~~date of the filing.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~ ***Destroy Securely***

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

**Justification for Modification of RDA 1999063:**

The State Archives is requesting a change to this series. Per the State Archivist, the records do not hold archival value. Staff is proposing the retention be changed to ten (10) years from the date of the filing. The agency has agreed and approves the change to the retention. The record has evidential value for research because it documents the function of the office of the Secretary of State (NRS 240.010(1)(d)). Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which appointment was filed” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Arbitration Agreements

**RDA:** 2007060

**Description:**

***These records document*** ~~This record series documents filing of arbitration agreements in accordance with NRS 614.060.~~ ***The records may include but are not limited to:*** ~~The files may contain but are not limited to copy of arbitration agreement, associated documentation, and related correspondence and similar documents.~~

**Authorized Retention:**

Retain ~~this record series for a period of six (6)~~ calendar years from the ***end of the calendar year in which agreement was filed.*** ~~date of the filing.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.



**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007060:**

The Notaries Division, is no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the agreement was filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**E. Title:** Assistance to Finance Housing Files

**RDA:** 2007055

**Description:**

***These records document*** ~~This record series documents~~ the official filing of documents relating to assistance to finance housing (See NRS chapter 319). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to:~~ agreements providing for the service of collateral (See NRS 319.230), instruments providing remedies of bond holders (See NRS 319.370), ***associated documentation, and*** related correspondence ~~and similar documents.~~

**Authorized Retention:**

Retain ~~this record series for a period of six (6) calendar years from the~~ ***end of the calendar year in which documents were filed.*** ~~date of the filing.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives ***Destroy***

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007055:**

The Notaries Division, is no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Per the State Archivist, the records do not hold archival value. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which documents were filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**F. Title:** Public Lands Filings

**RDA:** 2007056

**Description:**

***These records document*** ~~This record series documents~~ the filings relating to public lands (See NRS 321.310, NRS 324.050 & NRS 328.100). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to:~~ Reports of transactions by the State Land Registrar concerning the Carey Act (See NRS 324.050), ~~Resolutions~~ ceding state jurisdiction of public lands (See NRS 328.100), ~~Copy of~~ titles to state lands conveyed by patent (See NRS 321.310), ***associated documentation, and*** related correspondence ~~and similar documents.~~

**Authorized Retention:**

Retain ~~this record series for a period of six (6) calendar years from the~~ ***end of the calendar year in which the document was filed.*** ~~date of the filing.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Operations Division.

**Justification for Modification and Transfer of RDA 2007056:**

Per the Notaries Division, they are no longer the office of record for the record series. The office of record is now the Operations Division. The Notaries and the Operations Division are aware of the request to transfer and agree. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the document was filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**G. Title:** Registration of Public Securities Files

**RDA:** 2007057

**Description:**

~~*These records document*~~ This record series documents and administers the registration of public securities (See NRS 348.370). ~~*The records may include but are not limited to:*~~ The files may contain but are not limited to: signatures of officers signing certificated public securities, *associated documentation, and* related correspondence ~~and similar documents.~~

**Authorized Retention:**

Retain ~~this record series for a period of~~ six (6) calendar years from the *end of the calendar year in which the registration was filed.* ~~date of the filing.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division and Securities Division.

**Justification for Modification and Transfer of RDA 2007057:**

Per the Notary Division, this is no longer their function and should be transferred to the Securities Division. The Notaries and the Securities Division are aware of the request to transfer and agree. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the registration was filed” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**Discussion and Vote:**

The proposals in Attachment C were approved as presented. The motion for items 1 and 2 was made by Alisanne Maffei and the second was by Maureen Martinez. The vote was unanimous. The motion for item 3 was made by Harry Ward and the second was by Jerry Lindsay. Scott Anderson abstained from the vote on item 3 because the new RDAs were Agency Specific for the Secretary of State’s office; the remaining votes were unanimous for the members present.

**7: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

**1. Department of Human Resources Management, Central Payroll**

**A. Title:** ~~Electronic Human Resources Records~~

**RDA:** 2010060

**Description:**

~~This data is contained within the Human Resources (HR) database of the IFS Advantage™ system (and uses the NEATS system). The data may include, but is not limited to: wages, deductions, leave, etc.; and time and attendance.~~

**Authorized Retention:**

~~Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Central Payroll.

**Justification for Deletion of RDA 2010060:**

This is a database. Per the Division the data is used for the Payroll Reports contained in RDA: 1996113 and the Pay Register Report RDA: 1994057. As a non-record, it should be deleted from the schedule.

**2. Department of Conservation and Natural Resources, Bureau of Safe Drinking Water**

**A. Title: EPA Quarterly and Annual Reports**

**RDA: 2003105-**

**Description:**

~~This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere. The files may consist of: (a) Quarterly reports of (1) new violations, (2) new enforcement actions, and (3) notification of variances and exemptions; (b) Annual reports of (1) additions and corrections to the inventory of public water systems, and (2) a summary of the variances and exemptions, and; [c] Special reports, including (1) those related to the Surface Water Rule (40 CFR 142.15 [c]), (2) total coliforms, (3) Quarterly reports, on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, related correspondence, and similar documents.~~

**Authorized Retention:**

~~Retain for five (5) calendar years from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Deletion of RDA 2003105:**

Per the State Archivist, the records do not hold archival value as these are federal records. Staff recommends deleting this RDA in lieu of following the General Schedule RDA 2005125 Grants: Federal Grants - Administrative Records as these records are a reporting requirement for federal grants awarded to the agency.

**3. Secretary of State, Notaries Division**

**A. Title: Marriage (Minister) Files**

**RDA: 4999064**

**Description:**

~~This record series documents the filing of certificates to perform marriages with the Secretary of State (See NRS 122.064). The files may contain, but are not limited to: copies of denominational standing of applicant for certificate to perform marriages (by county clerk), related correspondence and similar documents~~

**Authorized Retention:**

~~Send a list of all ministers annually to the State Archives. Transfer the inactive records to the State Archives after a retention period of one (1) calendar year after they become inactive~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer of the Secretary of State, Notaries Division.

**Justification for Deletion of RDA 1999061:**

After a review by both the Agency and the State Archivist, it was determined that this is a database and is not a record series. Minister certificates are under county jurisdiction and are not official records of the state. As such, they are considered non records they should be deleted from the retention schedule.

**Discussion and Vote:**

The proposals in Attachment D were approved as presented. The motion for items 1 and 2 was made by Maureen Martinez and the second was by Harry Ward. The vote was unanimous. The motion for item 3 was made by Harry Ward and the second was by Alisanne Muffei. Scott Anderson abstained from the vote on item 3 because the deleted RDAs were Agency Specific for the Secretary of State's office; the remaining votes were unanimous for the members present.

**8: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule**

**Discussion and Vote:**

As there were no action items, there was no discussion or vote.

**9: 2019 Legislative Bill Review Status Update**

**Discussion:**

Heather Hahn gave a status update on the review of 2019 Legislative Session bills. Starting in early June contact was made with Agencies, Boards, and Commissions regarding effects the 2019 Legislative Session may have had on their records retention schedules. Contact was made with the Department of Administration, the Department of Agriculture, the Department of Business and Industry, new agencies created with the 2019 Legislative Session, all of the State Boards affected, and all of the State Commissions affected. 82 emails were sent and 23 responses were received for an approximate response rate of 28%.

**10: Discuss future agenda items**

**Discussion:**

The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Nevada State Library, Archives and Public Records, Library Services, the Department of Health and Human Services, Public and Behavioral Health, Environmental Health Services, and the Department of Health and Human Services, Public and Behavioral Health, Public Health and Clinical Services.

**11: Public Comment**

There was no public comment made during the teleconference and no public comment was made by mail or email leading up to or during the meeting.

**12: Determine time of next meeting**

The next meeting will be held September 9, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room.

<b>Discussion and Vote:</b>
The change of date for the next meeting was approved as presented. The date of the next meeting on The Agenda was August 12, 2020, and this was incorrect. The correct date is September 9, 2020 at 1:15pm. The Chair requested that the time of the meeting be added to future agendas in addition to the date. The motion to change the date of the next meeting was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

**13: Adjourn**

The meeting was adjourned at 2:02 pm with the motion made by Harry Ward. The vote was unanimous.